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PERSONNEL



CIA CIVILIAN STANDBY RESERVE

References: A



B

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1. PURPOSE. The purpose of this Notice is to prescribe the procedures to be followed in establishing the initial centralized directories for the Agency's Civilian Standby Reserve program. Reference A outlines the objectives of the program and prescribes the general procedures to be utilized in its administration. Reference B sets forth detailed procedural guides.

2. BACKGROUND

a. A current directory of selected former employees whom the Agency might wish to contact in the event of national emergency is now being maintained in the Office of Personnel under a program which was approved by the CIA Career Council in 1958. This directory now contains the names of approximately persons who have expressed an interest in serving the Agency if needed. Approximately additional cases are now in varying stages of processing.

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b. In addition to the above many offices throughout the Agency have compiled their own lists of former employees or consultants who might prove useful at some future date. Some of these individuals are now being or have been used as contract agents (independent contractors) for special tasks.

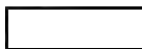
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GROUP 1
Excluded from automatic
downgrading and
declassification

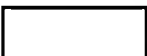

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PERSONNEL

3. ACTION REQUIRED

- a. The combined assets of the lists being maintained throughout the Agency, plus potential assets which will develop as employees leave the Agency, constitute a sizeable manpower pool which should be exploited for maximum current use.
- b. In order to carry out the above, consolidated directories of all such personnel will be established and maintained in the Office of Personnel in accordance with the provisions of  and the procedures outlined 

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4. PROCEDURES

- a. Offices, major staffs and divisions now maintaining their own lists of former employees will be prepared to furnish the names of such persons, along with available pertinent information, when contacted by the Office of Personnel. Individuals currently being used as contract agents will be given special handling in order to insure against their being contacted regarding membership in the Civilian Standby Reserve without prior clearance from the using office.
- b. Upon receipt of the information outlined in subparagraph a, above, the Office of Personnel will take the action necessary to sort, screen, process, contact and integrate the persons concerned into the existing directory of former employees.

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